Aastra 6725ip
Microsoft® Lync™ Phone

Quick Start Guide

OPTIMIZED FOR
Microsoft® Lync™

41-001367-00 Rev 02 – 12.2012

Content

Aastra 6725ip Lync™ Phone 1

Assemble your phone 1

Sign in using Lync 2

Sign in using a Personal Identification Number (PIN) 3

Configure your PIN to unlock the phone 5

Customize your phone 6

Aastra 6725ip Lync™ Phone

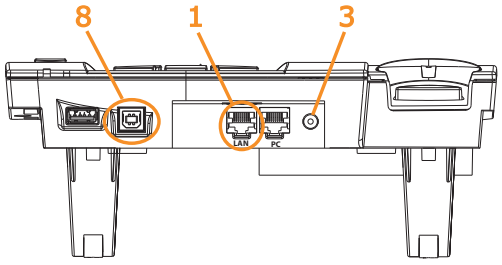
The Aastra 6725ip Lync phone is designed to be used by information workers. For more information about phone specifications, see the Aastra 6725ip Lync Phone website at www.aastra.com/aastra-6725ip.htm.

Assemble your phone

To assemble your phone

IP Phone UI

1. Connect one end of the network cable to the network jack marked LAN on the back of the Aastra 6725ip desk phone.
2. Connect the other end of the network cable to a network jack on the wall.
3. Connect the round end of the power cord to the back of the phone.
   Note:
   AC power connection is optional if you are using Power over Ethernet (PoE).
4. Plug the other end of the power cord into a power outlet. The display screen lights up, and the phone starts.
   Note:
   AC power connection is optional if you are using Power over Ethernet (PoE).
5. Connect one end of the handset cord to the handset.
   Note:
   Ensure the handset cord is fully inserted into the handset RJ11 jack.
6. Connect the other end of the handset cord to the RJ11 jack marked on the back of the phone.
7. (Optional) Connect the Type A (larger, rectangular) end of USB cable to a USB port on your computer.
8. (Optional) Connect the Type B (smaller, square) end of the USB cable to the back of the phone.
9. Once the cables are connected, you may see an animation that indicates for you to press the **OK** button on the phone. After pressing the select button you also may be asked to select a language.



Note:
The USB Type A connection that is on the phone is disabled by the software at this time.

Sign in using Lync

If Lync software is installed on your computer, you can simplify the phone sign in process by connecting the USB cable from your computer to your phone.

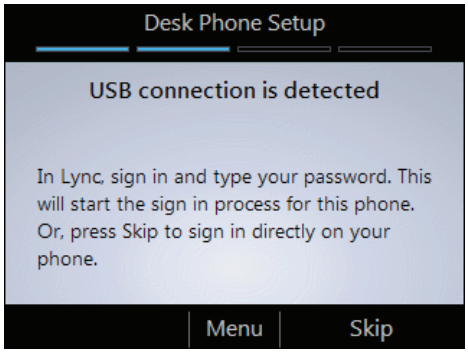
To sign in using Lync

IP Phone UI

1. If you have not already done so, connect the Type A (larger, rectangular) end of the USB cable to a USB port on your computer and the Type B (smaller, square) end of the USB cable to the back of the phone.

Desk Phone Setup
Sign in to Lync on your computer, and then connect your phone to your computer using a USB cable. Or, press Skip to sign in directly on your phone.
Menu
Skip

2. The connection is detected and you are prompted for your user name and password on your computer. If you use Lync with Office 365, type in your user name as username@domain.com (e.g. georgeb@acme.com). If you don't use Office 365, type your user name as domain\username (for example, acme\georgeb).
The phone then begins the sign-in process.


Desk Phone Setup
USB connection is detected
In Lync, sign in and type your password. This will start the sign in process for this phone. Or, press Skip to sign in directly on your phone.
Menu
Skip

Note:
If you have already configured Lync to use another audio device, for example a headset, you must change the selected device in Lync. On your computer, open Lync , and on the lower left part of the Lync main window, click the **Primary Device** icon, click **Audio Device Settings**, and then select the Aastra 6725ip as your audio device.

Sign in using a Personal Identification Number (PIN)

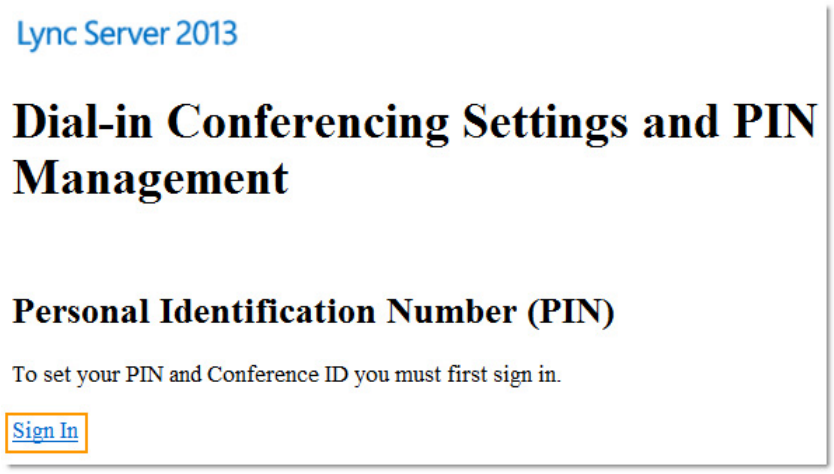
If you do not have Lync installed on your computer, you can sign into Lync by using a sign in Personal Identification Number (PIN). However, you will have limited access to certain features, such as voice mail, calendar, and call logs, as well as reduced functionality.

To create or reset your sign in PIN

Web UI

1. On your computer, do one of the following:
   - Open a Microsoft® Outlook® meeting request, and then click "**Forgot your dial-in PIN**?"
   - Open a webpage, and in the Address bar of your web browser, type the address of the Dial-in Conferencing Settings page that was provided to you by your support team. For example: https://dialin.yourdomain.com.
2. From the PIN settings page, click **Sign In**, and then create or reset your PIN.

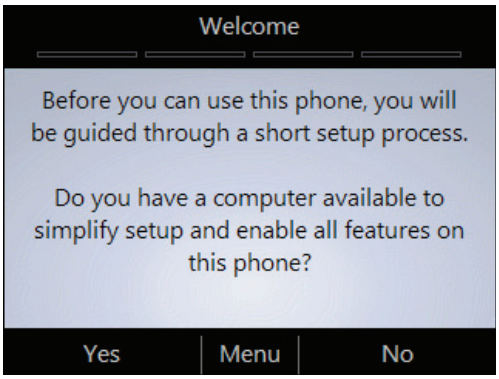
   Note:
   Depending on what version of Lync you're using, your screen might look slightly different from the following.


Lync Server 2013
Dial-in Conferencing Settings and PIN Management
Personal Identification Number (PIN)
To set your PIN and Conference ID you must first sign in.
Sign In

To sign into your phone using your PIN

IP Phone UI

1. If you do not have a computer connected to the phone, from the Welcome screen, select **No**.


Welcome
Before you can use this phone, you will be guided through a short setup process.
Do you have a computer available to simplify setup and enable all features on this phone?
Yes
Menu
No

2. Enter your phone number or extension, and then select **Next**.

3. Enter your PIN, and then select **Sign In**.

41-001367-00 Rev 02 – 12.2012

Configure your PIN to unlock the phone

For security, the phone locks if you leave it unattended for a period of time (determined by your Lync Server Administrator). To unlock it, use your unlock PIN. During the desk phone setup process, you are prompted to create a PIN that can be used to unlock your phone.

To configure your PIN to unlock the phone

IP Phone UI

- On the **Desk Phone Setup** screen, enter your PIN in each text box, and then select **Done**.

IMPORTANT:
When the phone remains idle for a period of time, it signs off automatically. (Idle period is determined by your Lync Server Administrator.)

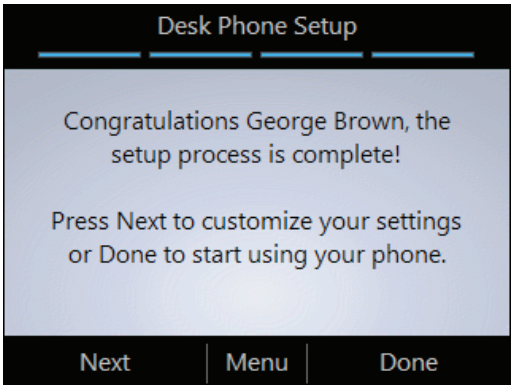
Customize your phone

To complete the Desk Phone Setup process, you will be prompted to customize your phone settings, such as the time zone, the date, and the time format.

To customize your phone

IP Phone UI

1. On the **Desk Phone Setup** screen, select **Next**.
2. Select your time zone, date format, and time format, and then select **Next**.
3. Select **Done** to start using your phone, or select **Settings** for more options.


Desk Phone Setup
Congratulations George Brown, the setup process is complete!
Press Next to customize your settings or Done to start using your phone.
Next
Menu
Done

Note:
After your phone is set up, you can access the Settings menu at any time by selecting the **Menu** button, and then selecting **Settings**.

41-001367-00 Rev 02 – 12.2012

Disclaimer

Aastra Telecom, Inc. will not accept liability for any damages and/or long distance charges, which result from unauthorized and/or unlawful use. While every effort has been made to ensure accuracy, Aastra Telecom, Inc. will not be liable for technical or editorial errors or omissions contained within this documentation. The information contained in this documentation is subject to change without notice.

Copyright © 2012 Aastra Technologies Limited, www.aastra.com